

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

#### **PRINT SHOP SUPERVISOR**

##### **DEFINITION:**

Under direction, to supervise, administer and coordinate the day-to-day activities of the City's Print shop, including the Graphics, Lithographics, and Printing and Bindery work; and to perform related work.

##### **\* EXAMPLES OF DUTIES:**

- Plans, coordinates, assigns and directs through subordinate supervisors the administrative and operation functions of the Print Shop;
- Provides technical expertise in a variety of commercial and graphic arts projects, procedures and processes;
- Schedules and coordinates a wide variety of work through all phases of photo lithography, typesetting, printing, and bindery processing;
- Analyzes printing job requisitions to identified the scop of work required;
- Assesses the feasibility of in-house production;
- Estimates costs of all repeat, new or revision printing jobs;
- Determines printing techniques, and instructs operators accordingly;
- Selects, assigns, and rates the work performance of subordinates;
- Resolves customer relations problems;
- Ensures safe working conditions and operating procedures;
- Reviews graphic designs to determine printing requirements and recommends modifications;
- Coordinates and acts as liaison between customers and vendors and data processing staff for the ordering of continuous forms;
- Inspects work for quality control purposes;
- Orders paper stock and supplies;
- Maintains records related to operations;
- Serves as Print Shop Manager in the latter's absence.

##### **MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Three years of experience operating offset printing equipment 10" x 15" or larger, and photographic equipment associated with the lithographic printing process.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.